

Administrative - Internal Use Only

Approved For Release 2004/12/21 : CIA-RDP91M00696R000200080049-4

25 June 1976

MEMORANDUM FOR: See Distribution

SUBJECT : Conflict of Interest

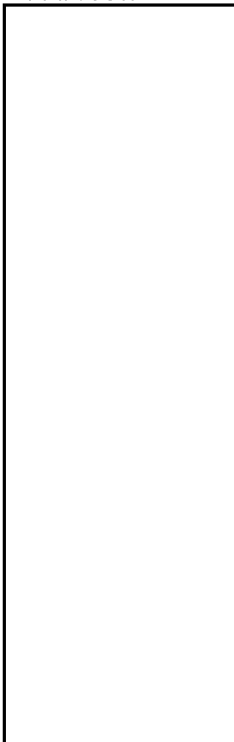
We have received a reminder from the General Counsel that the annual financial interest statements are due soon. All NIOs and Assistant NIOs should complete an original or supplementary statement on Form 2630, a copy of which is attached for your use, and submit it to Mr. Lehman by Friday, 30 July 1976. The statement should be marked "Employee Financial Statement, Eyes Only."

Distribution:



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1 - Conflict of Interest File

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NAME (last, first, initial)	TITLE OF POSITION	DATE OF APP'T. IN PRESENT POSITION
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PART I. EMPLOYMENT AND FINANCIAL INTERESTS

List the names of all corporations, companies, firms, or other business enterprises, partnerships, nonprofit organizations, and educational or other institutions: (a) with which you are connected as an employee, officer, owner, director, member, trustee, partner adviser, or consultant; or (b) in which you, your spouse, minor child, or other blood relative who is a full-time resident of your household have any continuing financial interests through a pension or retirement plan, shared income, or other arrangement as a result of any current or prior employment or business or professional association; or (c) in which you, your spouse, minor child, or other blood relative who is a full-time resident of your household have any financial interest through the ownership of stock, stock options, bonds, securities, or other arrangements including trusts. If none, write NONE. AMOUNTS need not be stated. Civil service, social security, and other Government pensions or annuities are not to be reported. Membership in an investment club is to be reported; holdings of the investment club need not be reported.

NAME & KIND OF ORGANIZATION (Use Part I designations where applicable)	ADDRESS	POSITION IN ORGANIZATION (Use Part I (a), designations if applicable)	NATURE OF FINANCIAL INTEREST, E.G., STOCK, BOND, OR OTHER SECURITY (Use Part I (c) designations if applicable)

PART II. CREDITORS

List the names of your creditors other than those to whom you may be indebted by reason of a mortgage on property which you occupy as a personal residence or to whom you may be indebted for current and ordinary household and living expenses such as household furnishings, automobile, education, vacation, and similar expenses. If none, write NONE. AMOUNTS need not be stated.

NAME AND ADDRESS OF CREDITOR	CHARACTER OF INDEBTEDNESS (Personal Loan, Note, Security)

PART III. INTERESTS IN REAL PROPERTY

List your, and that of your spouse, minor child, or other blood relative who is a full-time resident of your household, interest in real property or rights in lands, other than property which you occupy as a personal residence. If none, write NONE. AMOUNTS need not be stated.

NATURE OF INTEREST (Ownership, Mortgage, Lien, Investment Trust)	TYPE OF PROPERTY (Residence, Hotel, Apartment, Farm, undeveloped land)	ADDRESS (If rural, give RFD, or County and State)

PART IV. UNAVAILABLE INFORMATION

Any information unavailable to the submitter must be submitted must be reported in the next quarterly statement. In this statement identify the type of information unavailable and the date it was requested by you. If none, write NONE.

I CERTIFY that the statements I have made are true, complete, and correct to the best of my knowledge and belief.

DATE

SIGNATURE

COMMENTS:

DATE

OPERATING OFFICIAL

DATE

RESPONSIBLE AUTHORITY

OGC 76-3418

22 June 1976

MEMORANDUM FOR: Executive Secretary
Deputy Director for Administration
Deputy Director for Intelligence
Deputy Director for Operations
Deputy Director for Science & Technology
D/DCI/IC
~~D/DCI/NIO~~
Legislative Counsel
Inspector General
Chief, Audit Staff
Comptroller
Administration Officer, DCI

SUBJECT : Conflict of Interest -- Employment and Financial
Interest Statements

REFERENCE : Memo for same addressees, fm. General Counsel
dtd 2 July 1975, Subj: Conflict of Interest

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1. As you are aware, Reporting Employment and Financial Interests, which is based upon conflict of interest statutes and Executive Order 11222, prescribes standards for reporting employment and financial interest information to permit the Agency to determine the existence of a conflict, or apparent conflict, of interest. This memorandum is an affirmation of Agency policy as enunciated one year ago, and merely serves as a reminder that the annual financial interest statements are soon due.

2. Agency personnel required to file such statements (Form 2630) are those personnel:

(a) paid at a level of the Federal Executive Salary Schedule; or

(b) classified at GS-13 or above, or at a comparable pay level, in positions determined by the appropriate Deputy Director, Operating Official, or Head of Independent Office

to be positions whose incumbents are responsible for making a Government decision or taking a Government action regarding (1) contracting or procurement; (2) administering or monitoring grants or subsidies; (3) regulating or auditing private or other non-Federal enterprise; or (4) other activities where the decision or action has an economic impact on the interests of any non-Federal enterprise; or

(c) classified at GS-13 or above, or at a comparable level, in positions which the appropriate Deputy Director, Operating Official, or Head of Independent Office has determined to have duties and responsibilities which require the incumbent to report employment and financial interests in order to avoid involvement in a possible conflict of interest.

Filing procedures and responsibilities are outlined in

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3. In addition to the preparation and filing of an initial statement-- which should occur thirty days after an individual enters on duty with your office--changes in, or additions to, the information contained in these statements must be reported in a supplementary statement which must be returned after 1 July but no later than 31 July of each year. The statement should cover the employment and financial interests as of 30 June. Your original and supplemental statements will continue to be reviewed by this Office, and original and supplemental statements of your subordinates may continue to be reviewed by you. If there are no such changes or additions, a negative report is required.

4. To assure that your supplementary statements are received and reviewed in a timely fashion, the following Civil Service Commission procedure will be followed: a checkoff list should be established to be sure that all employees required to file statements have done so no later than 31 July; all statements should be reviewed by 31 August, at the latest, and resolution of any real or potential conflict of interest should be completed by me no later than 30 September.

5. Approval of each supplementary statement and, in fact, an original statement, must be shown affirmatively by initialing an "O.K." or other symbol of approval, the date of approval, and the initials of the approving officer.

6. It is my responsibility to ensure that the steps outlined above have been taken and that the Agency is in compliance with applicable law and regulations. Therefore, I ask that each of you submit to me by 15 September a report which contains the names of your employees required to file statements, the number received and the results of your review, such as the number approved and those awaiting final resolution. In the latter case, you should briefly summarize the problem and how you are handling it. I solicit your complete cooperation in this matter.

7. Further guidelines and some specific answers to various questions which have arisen in the past are provided in the referent memorandum. Members of this Office will be available to advise and assist employees in the submission and review of statements of employment and financial interest. If you have any questions, please contact

ANTHONY A. LAPHAM
General Counsel

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